

COUNTY OF MONTEREY
BOARD, COMMISSIONS, COMMITTEES AND COLLABORATIVES
TRAINING AND ANNUAL REPORTING POLICY

I. POLICY STATEMENT

The County of Monterey (County) Board of Supervisors is committed to providing opportunities to qualified members of the community who desire to employ their qualifications, talents, and skills in an advisory role. One of the primary opportunities available to these community members is through membership on a Board, Commission, Committee and/or County-funded Collaborative (hereafter referred to as BCCCs) to which the Board of Supervisors appoints members.

BCCCs provide important guidance to the Board of Supervisors on key policy issues related to their respective BCCC mission. Often, County departments provide essential support to the daily operation of the BCCCs. This relationship is important and essential to ensure that two-way communication occurs between BCCCs and the Board of Supervisors.

II. PURPOSE

This policy is intended to accomplish the following goals:

- Establish a clear relationship between the work of BCCCs and the County departments supporting their efforts, including the delineation of responsibility regarding reporting and training of BCCC members; and
- Outline the process by which BCCCs prepare Annual Reports on their activities, review and present the report to the Board of Supervisors.

III. APPLICABILITY AND IMPLEMENTATION OF POLICY

This policy applies to all Boards, Commissions, Committees, and County-funded Collaboratives of the Board of Supervisors of Monterey County for which the Board appoints the members. Department Heads are responsible for the compliance of any BCCCs under their purview.

V. TRAINING PROGRAM

Most BCCCs are supported by a County department. The department is responsible for completion and monitoring of training of BCCC members. Training includes Maddy Act and Brown Act requirements, Conflict of Interest Code/Statement of Economic Interest filing (CA FPPC Form 700), and ethics training. Department Heads may work with the County Learning and Organizational Development group to utilize any training resources available that will help them train BCCC members.

VI. ANNUAL REPORTING

The annual reporting of BCCCs to the Board of Supervisors allows the formal recognition of the work being done by these advisory entities, brings policy considerations to the Board of

Supervisors, and provides an opportunity for the County constituents to be aware of the work being done by these groups. It demonstrates on the part of the BCCC a dedication to transparency in government, an active role in fulfilling their entity's respective mission, and continued relevance in addressing the needs of the community.

A. Reporting Process

- Department Heads will be responsible for the overall reporting process.
- It is the decision of the BCCC whether or not they forward an Annual Report to the Board of Supervisors.
- The Department Head will bring to the Board of Supervisors, once a year, as a scheduled item, a board report with all Annual Reports attached. During the scheduled item, the Department Head will make a presentation highlighting the accomplishments of some or all of the BCCCs for which Annual Reports were submitted.
- It is at the discretion of the Department Head to decide when to bring the item to the Board of Supervisors as long as it occurs once per calendar year.

B. Generating the Report

- BCCC members, in collaboration with their respective County support staff, will generate the Annual Report.
- A template for the Annual Report is attached as Appendix A of this policy. The contents of the Annual Report should include at least the following elements:
 - Purpose (mission) and brief history of the group
 - Accomplishments from the previous calendar year
 - Goals and anticipated issues or actions in the upcoming year
 - Fiscal summary
 - Discussion of policy issues of relevance to the Board of Supervisors
- If any portion of the Annual Report Template is not relevant to the work of a BCCC, "N/A" or a similar reference can be indicated on the report with an explanation of why the item does not apply to the work of the BCCC.

C. Report Approval Process

- Upon completion of the Annual Report, the BCCC should forward the document to the governing body for review and eventual approval.
- The governing body of the BCCC should endorse the report before it is forwarded to the Board of Supervisors.
- Once the report is endorsed by the BCCC entity, it can then be sent to the County department for acceptance by the Board of Supervisors.
- The department support staff is responsible for generating the board report that accompanies the Annual Reports for the BCCCs under the department's purview. The board report is also the opportunity for County staff, including the Department Head, to make any comments that might differ from or elaborate on the information presented in the Annual Reports.

Appendix A: Annual Report Template

County of Monterey Template for Boards, Committees, Commissions, and Collaboratives (BCCC) Annual Report to the Board of Supervisors

The purposes of an Annual Report are to:

- 1) Provide a means of communication between the organizations who are doing work on behalf of the residents of our County and the Board of Supervisors (BoS) who are responsible for making the policy decisions. These reports will serve as an annual opportunity for organizations to advise and inform the BoS, and a chance for the BoS to provide direction to the organizations.
- 2) Increase the transparency and accountability of County Government. These reports will provide organizations with an annual opportunity for self reflection, celebration of accomplishments, and planning for the future. Sharing this annual self-report with the public will increase awareness and understanding about the different functions of County Government.

This form is intended to be used as a template to help provide the priority categories of information to be reviewed by the Board of Supervisors. The annual report is considered a collective overview through the Boards, Committees, Commissions, and Collaboratives (BCCC) group consensus prior to identifying goals and accomplishments achieved. This annual report template serves as a guide to assist with synthesizing the annual update within five to ten (5-10) pages maximum. Please indicate whether another format and/or supplemental supporting documents are necessary.

ORGANIZATION INFORMATION

Name of Organization (and any AKA): _____

Mailing address: _____

Officers (Name and Title): _____

Type of Organization:

Board

Collaborative

Commission

Subject to Maddy Act

Council

Subject to Brown Act

Staff Contact

Name: _____

Phone/Email: _____

Department: _____

ORGANIZATION HISTORY and PURPOSE (In this section please summarize [within one page or less] answers to some or all of the following as it relates to the BCCC);

- Describe your organization's history. When/how/why was your organization formed?
- Summarize the mission and/or purpose of your organization.
- What problems, needs or issues does your organization address? How does your work address and/or change the underlying or root causes of the problem?
- Describe your current programs and activities.
- Who is your constituency (be specific about demographics such as race, gender, ethnicity, age, sexual orientation and people with disabilities)? How are they actively involved in your work, and how do they benefit from your organization?

GOALS (In this section, please summarize [within one page or less] answers to some or all of the following as it relates to the BCCC):

- What goals were set by the BCCC for the previous year?
- What is the long term strategic vision for your BCCC?

ACCOMPLISHMENTS (In this section, please summarize [within two pages or less] answers to some or all of the following as it relates to the BCCC):

- Describe three major accomplishments of your organization (specifically from the previous year).
- What accomplishment is your organization most proud of?
- Describe three primary goals (specifically for the upcoming year).

POLICY ISSUES:

- Are there policy issues that you would like the Board of Supervisors to consider and/or be aware of?

FISCAL SUMMARY:

- What is the total budget for your organization (current year)?
- Provide a summary of revenue.
- Provide a summary of expenditures.
- Provide a narrative of the cost benefit of your organization. Explain any financial benefits experienced by the County as a result of this organization, any general fund expenses incurred by this organization, etc.